



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

SECNAVINST 12720.1A
DASN(EQ)
18 March 1981

SECNAV INSTRUCTION 12720.1A

From: Secretary of the Navy

Subj: Department of the Navy Federal Equal Opportunity Recruitment Program
(DON FEORP)

Ref: (a) 5 USC 7201
(b) 5 CFR Part 720
(c) FPM Ltr 720-2 of 19 Sep 79
(d) FPM Ltr 720-4 of 15 Jan 80
(e) FPM Ltr 720-6 of 22 Sep 80
(f) FPM Bulletin 720-7 of 25 Aug 80
(g) FPM Ltr 300-25 of 29 Dec 78 (UGESP)

Encl: (1) Sample Format for Applicant Flow Data

1. Purpose: To implement the FEORP within the Department of Navy (DON).

2. Cancellation: SECNAV 12720.1

3. Discussion: References (a) through (f) require that each executive agency and its components conduct a continuing program for the recruitment of women and minorities designed to eliminate minority and female underrepresentation in federal civilian employment. Formal recruitment plans and expanded outreach to minorities and females, interest groups, and institutions are general program components to ensure the ongoing identification and utilization of innovative recruitment approaches. The ultimate objective of the FEORP is to create and maintain a federal work force reflective of the nation's race, sex and ethnic diversity. Consequently, the program becomes an integral part of the DON equal employment opportunity (EEO) affirmative action program plan (AAPP) objectives as required by Title VII of the Civil Rights Act of 1964, as amended. The FEORP is a recruitment rather than a selection program. "Recruitment" includes both internal and external actions which locate, identify and assist in the employment of qualified applicants, and it also covers such placement activities as promotions, reassignments, upward mobility, etc. Affirmative employment requirements applicable to selection processes will be developed under DON policies and the Uniform Guidelines on Employee Selection Procedures (UGESP) promulgated by reference (g). (R)

4. Policy. The DON is committed to a program to achieve full integration of its civilian work force and to the attainment of equal employment opportunity for all employees and applicants both appropriated and non-appropriated fund and at all levels, including the Senior Executive Service (SES). (R)

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A) 5. FEORP Program Components. Necessary elements of operational FEORP include:

a. Identification of workforce underrepresentation: The Department of the Navy EEO Accountability System (DONEAS) reports on computations of underrepresentation will be provided to all activities and levels of command with 200 or more appropriated fund (AF) civilian employees. Non appropriated fund (NAF) underrepresentation will be computed using the guidance in reference (c) and subsequent Office of Personnel Management (OPM) and Equal Employment Opportunity Commission (EEOC) publications.

b. Establishment of priorities: SECNAV will set priorities for the Department in the annual affirmative action program plan (AAPP) guidance. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) may provide additional emphasis.

c. Identification of recruitment barriers, sources and strategies: Each level of Command will identify recruitment barriers and will develop specific, special sources and strategies to recruit qualified minorities and women.

d. A process to track internal applicants: Servicing personnel offices will record each personnel action by race, ethnicity and sex (includes both AF and NAF). See enclosure (1) for sample format.

e. A process to track external applicants: Servicing personnel offices will record each recruitment action by race, ethnicity and sex (includes both AF and NAF). See enclosure (1) for sample format.

f. A process to analyze employment decisions and selection procedures: To measure effectiveness of FEORP, and to identify adverse impact as defined by reference (g), analysis of the data generated by items 5d and 5e will be accomplished.

g. A system to record information upon which the FEORP may be reviewed and evaluated.

h. Evaluation: The evaluation of DON FEORP is the responsibility of the Deputy Assistant Secretary of the Navy (Equal Opportunity) (DASN (EO)).

6. Assignment of Responsibilities

R) a. The Deputy Assistant Secretary of the Navy (Equal Opportunity) (DASN (EO)) is responsible for policy development and evaluation of the DON FEORP. SECNAV reporting requirements are to be developed centrally, using the Department of Navy EEO Accountability System (DONEAS).

R) b. The Chief of Naval Operation (CNO) and the Commandant of the Marine Corps (CMC) are responsible for the development and implementation of plans and programs in support of the policy established by this

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instruction and the requirements of references (a) through (g), and shall:

(1) Provide additional reporting requirements of sufficient scope to assess, at least annually, the effectiveness of program effort to reduce minority and female underrepresentation in the civilian work force and report of the personnel and fiscal resources devoted to FEORP efforts.

(2) Responsible officials include:

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(a) The Head of the Activity is responsible for designating the lead responsible official who will coordinate the FEORP efforts; ensuring that sufficient resources are provided; and establishing performance criteria to ensure accountability for results.

(b) Deputy EEO Officer will identify AAPP objectives; serve as a staff resource to identify organizational barriers to equal opportunity and develop strategies to overcome them; and to monitor the overall accomplishment of the targeted recruitment efforts.

(c) Civilian Personnel Officer is responsible to ensure the identification of staffing methods and options to counter barriers identified; and to serve as technical support in implementing the FEORP. Because the key actions of the FEORP are personnel actions, the roles of the personnel management specialists are key to an effective program.

(d) Budget Officer will provide fiscal projections; end-strengths; availability of immediate and long range budget assistance to implement objectives.

(e) Public Affairs Officer will focus media services based on recruitment objectives; and use internal publicity for communication and "education".

(f) Special Emphasis Program Managers (Hispanic Employment Program Managers, Federal Women's Program Managers and Upward Mobility Program Coordinators) will identify barriers to equal opportunity; and recommend strategies to overcome these barriers; and monitor results of FEORP efforts as relates to specific targeted populations.

(g) Supervisor/Managers will accomplish organizational actions consistent with the FEORP plan; consult with personnel to assure that minorities and women are included in the applicant pool from which selections are made; and when necessary expand the minimum areas of consideration and extend the closing date of the vacancy announcement.

(h) Recruiters will use EEO Specialists and technical managers to assist in identifying appropriate resources and recruitment sources to locate minority and female candidates and provide feedback on administrative and other barriers that reduce recruitment effectiveness.

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(3) Ensure that officials to whom DON FEORP responsibility is delegated are evaluated on their effectiveness in carrying out their responsibilities.

7. Action

R) a. CNO and CMC will ensure the issuance of necessary guidance and procedures to implement and maintain a DON FEORP for all components under their cognizance within 120 days.

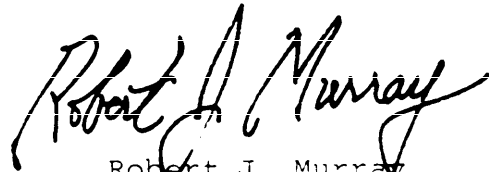
A) b. Forms containing the information on enclosure (1) will be maintained by servicing personnel offices and will be available for review by higher echelons after December 1982.

A) c. Annual FEORP plans are to be submitted through the chain of command. The FEORP plan for non-appropriated fund employees (NAF) will be an appendix to the plan for appropriated fund (AF) employees.

8. Report and Form

a. Symbol OPNAV 12720-1 has been assigned to the requirement contained in paragraph 7. This report format is approved for two years from the date of this instruction only.

b. Form OPNAV 12720/1 is a sample form only and local variations are allowable, providing all the information on the sample form is displayed.



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Under Secretary of the Navy

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OPNAV 12720/1
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SECNAVINST 12720.1A
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SAMPLE FORMAT
(SECNAVINST 12720.1A)

APPLICANT FLOW CHART

Servicing Civilian Personnel Office _____
Activity _____
UIC _____
Date _____

Occupational Title _____
Series _____/Grade or level _____
Permanent full time ☐ Part time ☐

Source of
Applicants:
☐ Activity only

☐ DON only

☐ All sources

☐ Other: _____

Estimated resources involved in this action: personnel _____ *
fiscal \$ _____

R/N/S Category	Total Applicants	Ineligible on Experience	Qualified	Highly Qualified	Certified to Selecting Official	Selected
Black Male						
Hispanic Male						
Other Male **						
White Male ***						
Black Female						
Hispanic Female						
Other Female						
White Female						
Total						

*"staff hours" by category of employee (i.e. staffing specialist, manager/supervisor, recruiter, EEO Officials, etc.)

***"Other" includes all other categories designated by federal minority census Directive #15

***White males included to complete the data

This is a sample report format. Local variations are allowable providing all the information on the sample form is displayed.

The report to be accomplished and retained on file. Adverse impact per UGESF can be added to the report as a local option.

Enclosure (1)